



# CPAC NEWSLETTER

March 2009

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*21st century human resource system for the  
Department of Defense*

Some of you have just gone through your 1st NSPS Payout and for others it is your 2<sup>nd</sup> or 3rd. But if this was your 1<sup>st</sup> or your 3rd NSPS payout it is still relatively new and you may have some questions about how the payout was calculated. Hopefully this article will provide you with some answers. If you have any additional questions, please call the CPAC, Denise Richards, 798-5401.

### The NSPS January pay changes consist of:

- Performance-based payouts in the form of base salary increases, bonuses, or a combination of both.

- An NSPS General Pay Increase of 1.74%, which is equal to 60% of the overall General Pay Increase (GPI).
- An increase to local market supplements (LMS) equal to the increase to General Schedule locality pay rates

### General Pay Increase (GPI):

The NSPS GPI is an across-the-board salary adjustment for NSPS employees with a performance rating of "2" or higher under the NSPS performance system. The amount of this increase is 60% of the government-wide GPI for non-NSPS Federal employees. For 2009, the GPI was set at 2.9% (not including increases to locality rates). Of this %:

- 60% - or 1.74% - was designated for the NSPS Rate Range Adjustment paid outside the pay pool process to employees with a Level 2 or higher NSPS rating.
- 40% - or 1.16% - was paid via the NSPS Pay Pool Process to employees with a Level 3 or higher NSPS rating as a base salary increase. This amount was included in the total salary increase award shown on Employee Notice of Pay Pool Results, Addendum to DD Form 2906.

### Local Market Supplements:

Most NSPS employees receive local market supplements based on the General Schedule locality pay rates. The increases to these LMSs will mirror the General Schedule locality increases and be paid to employees with a performance rating of "2" or higher. For 2009, Fort Campbell continues to fall into the "rest of the United States" and the LMS is 13.86%, up from 13.18% in 2008.



## Preventive Health Services and Screenings

Federal employees with a limited amount of available sick leave may take up to four hours of excused absence each leave year for health screenings like mammography, pap smears, blood pressure and cholesterol checks. This initiative allows federal workers to take a proactive role in defeating serious disease while it is in its earliest and most curable stages. Supervisors are responsible for tracking the hours that employees take for these screenings.

The following are some facts in reference to excused absence for health screenings:

- Employees with **fewer than 80 hours** of sick leave to their credit are eligible to use excused absence.
- Preventive health screenings include, but are not limited to, screenings for prostate, cervical, colorectal, and breast cancer, and screenings for sickle cell anemia, blood lead level, and blood cholesterol level.
- The 4 hours of excused absence may be used all at once or over more than one day.
- Your supervisor should accommodate your request for time off. However, if it would adversely affect the mission of the organization, your supervisor may ask you to schedule your appointment for another time. Of course, if you have a compelling health reason for an immediate health screening or test, your supervisor should take that into consideration.
- This excused absence is to be used for preventive screenings of the employee only, not for a family member.

OPM has additional information on Employee Health Programs at [www.opm.gov/healthierfeds/](http://www.opm.gov/healthierfeds/) or you may call Denise Richards at 798-5401.



## \$2,000 Referral Bonus

The Secretary of the Army may pay a bonus to any

Soldier, Army retiree, or Army civilian who refers to an Army recruiter a person who has not previously served in the Armed Forces and who enlists in the Active Army, Army National Guard or the Army Reserves. The referrer may not be an immediate family member and the Soldier, retiree or Army Civilian referring may not be serving in a recruiting or retention assignment.

This recruiting incentive currently pays Soldiers, Army retirees and Civilian Employees \$2,000 for the referral. The referred applicant must complete basic training and graduate advanced individual training. The referral must be made by the DA Civilian at <https://www.usarec.army.mil/smart/> prior to the new recruit's first meeting with a recruiter.



## Need a DD 214?

The National Personnel Records Center (NPRC) has a website where veterans (or a veteran's family member) may obtain a copy of a DD-214 online for personal or employment purposes. If you need a copy of a DD-214 you may request it at this address: <https://vetrecs.archives.gov>

- Gain additional knowledge (e.g. candidate's abilities)



## 2009 Federal Holidays

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a nonworkday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

Thursday, January 1	New Year's Day
Monday, January 19	Birthday of Martin Luther King, Jr.
Monday, February 16	Washington's Birthday
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Columbus Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, December 25	Christmas Day



## PROVIDING EMPLOYEE REFERENCES

Reference checking is a vital part of a supervisor's successful hiring strategy and is primarily used to:

- Verify information provided by the candidate
- Better predict the candidate's on-the-job success

There are risks involved with responding to a request for a job reference concerning either a former or current employee. This is particularly true when the information that you are going to provide is not favorable to the employee and could result in their being non-selected for a position.

One possibility is that if the employee becomes aware of the reference, he/she could file a complaint against the supervisor for disclosing the information. Typically the allegation is that the information provided is inaccurate and prevented the employee from obtaining other employment.

Supervisors have a responsibility to deal with performance or conduct issues as soon as they arise, and also to insure that they do not pass on employees who have conduct or performance issues.

Supervisors should provide information that is factual and can be supported by hard evidence. For example, if an employee is continually late for work and the supervisor has not taken any action to correct the situation, then it would not be appropriate to pass that information on to someone seeking a reference. On the other hand, if either formal counseling or formal disciplinary actions have been taken (and not overturned through a grievance or EEO complaint) then it would be appropriate to appraise the person seeking the reference of these issues (unless restricted through an EEO Settlement Agreement).

While defending any action resulting from a reference given may prove to be bothersome, timely and costly, managers should not be swayed from giving honest, factual feedback to anyone seeking references on employees.

If you have questions regarding the information provided in this article, please contact Vicki Harris at 798-7164, Tris Alexander at 412-9093 or Denise Richards at 798-5401.

## Voluntary Leave Transfer Program



We never know when we will have a medical emergency that affects our own health or the health of a family member. The Voluntary Leave Transfer Program was established to assist employees during a time of a

medical emergency. When an employee has suffered a medical emergency and has exhausted all of their own available leave, you can help, by donating your annual leave to allow your co-worker to continue to be in a pay status.

If you yourself have suffered a medical emergency and you want more information about the Voluntary Leave Transfer Program, you may contact LaDonna Dandridge at 798-4938.

If you wish to donate to one of the employees listed below, you may obtain the OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient, at <http://www.opm.gov/forms/html/opm.asp> and return it to the CPAC at Bldg 6901, or fax number 798-9580 (**Donations for MEDDAC employees should be submitted to the MEDDAC HR Office**)

Teresa Gholston	MEDDAC
Christine Perez-Newman	DOL
Paula Dossett	DENTAC
Heather Melton	DOIM
Susan Johannes	DPTMS
Michelle Black	DPTMS
Ella Wadlington	DENTAC
Roshun Brown	Chief of Staff
Ovita Dodson	DPW
Sylvia Person	DFMWR
Steven Gardner	DES
Jennifer Van Rickley	DPW
Karen McMickens	MEDDAC
Dori McKeon	MEDDAC
Robbie Fowler	MEDDAC
Samantha Bridges	MEDDAC
Audrey Cooper	MEDDAC



## HR Self-Service



My Biz/My Workplace are tools created by the Department of Defense as part of the Defense Civilian Personnel Data System (DCPDS) to allow employees to update some of their own information in DCPDS.

Step-by-step guidance for logging into this system is below:

To access MyBiz/My Workplace:

- 🖱️ Log into the Army Portal (<http://www.cpol.army.mil>) using your AKO UserID and Password/or Common Access Card (CAC)
- 🖱️ Click on **“Click here for DCPDS/MyBiz/My Workplace”** (Ensure that your CAC is inserted into your CAC reader)
- 🖱️ Review Department of Defense (DoD) Notice and Consent Banner and select the **OK** button to continue
- 🖱️ After selecting OK, the DCPDS Portal page displays. If you have never registered your CAC you will need to follow these instructions to register it at this time. Select the CAC Registration button in the CAC Access region. Select your non-email certificate at the *Choose a Digital Certificate* screen. Select the **OK** button. **Note:** Always select the non-email certificate. Enter your PIN and select the **OK** button.
- 🖱️ The *DCPDS CAC Registration* screen displays with your CAC Username. Enter the following in the CAC Registration region of the screen: Social Security Number (SSN)/Employee ID. (Use hyphens if applicable); Confirm your SSN/Employee ID. (Use hyphens if applicable). Select the **Register** button. After selecting the **Register** button, the *“Validating Your*

HR/My Biz/My Workplace Database Information” screen displays. Enter your HR/My Biz/My Workplace Username. Confirm your HR/My Biz/My Workplace Username.

-  You only need to register your CAC one time.
-  After you have registered your CAC, you will click on “**Login**” at the DCPDS CAC Registration screen. This will take you to another screen, click on Army Region. You will then be given options depending on your access to DCPDS. The majority of employees (unless you are a supervisor) will have the MyBiz option only. Click on MyBiz/My Workplace and you will have access to your information as shown below:

Employees:	Supervisors:
<p><b>MyBiz</b> provides the ability to:</p> <ul style="list-style-type: none"> <li>• Access and view your personnel information 24 hours a day - 7 days a week.</li> <li>• Have immediate secure access to personnel information.</li> <li>• Have convenient access to information; it's all at your fingertips.</li> <li>• Maintain your own information, including personal profiles, benefits, and training.</li> <li>• Develop your Annual Performance Plan and Appraisal using the Performance Appraisal Application (PAA)</li> </ul>	<p><b>My Workplace</b> provides the ability to access your employees' personnel-related information. You can view data such as:</p> <ul style="list-style-type: none"> <li>• Position Information (current/historical)</li> <li>• Salary Information and Personnel Actions</li> <li>• Personal and Benefits Information</li> <li>• Appraisal and Awards Information</li> <li>• Appointment Information</li> <li>• Develop your Subordinates' Annual Performance Plan and Appraisal using the Performance Appraisal Application (PAA)</li> </ul>

## US ARMY NAF EMPLOYEE 401(k) SAVINGS PLAN



If you think it is too early or even too late to start planning for your retirement, you're wrong!

The US Army NAF Employee 401(k) Savings Plan is a fantastic tool to supplement your savings for retirement. Even in these times of uncertainty with the Stock Market, the 401(k) Savings Plan offers a wide variety of investment options, to include the Fidelity Money Market Portfolio.

Your options are endless!

I'd like to share just a few highlights of the plan.

- Your employer will match your contributions up to 3%. What's better than free money?
- You are vested after you have been employed as a U.S. Army NAF employee in a regular status position for three years, regardless of your participation time. And if you are vested, you are entitled to 100% of your contributions, those of your employer, investment earnings, and anything in your rollover account.
- Tax Advantages! Your payroll deductions are not reported as taxable income for Federal income tax purposes on your W-2. Since these contributions are pre-tax dollars, they reduce your W-2 taxable earnings; the result is an income tax savings for you.

Please stop by the NAF Human Resources Office at 6901 Desert Storm Avenue to pick up a booklet and sign up in the US Army NAF Employee 401(k) Savings Plan.

***It's time to start investing for your future!***





## Medical Treatment for On the Job Injuries

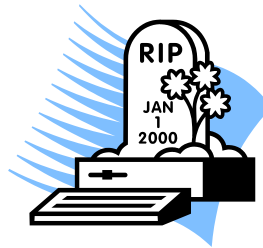
The Federal Employees' Compensation Act

authorizes medical services needed to provide treatment or to minimize the effects of any condition which is causally related to factors of federal employment. Federal employees are entitled to all services, appliances, and supplies prescribed or recommended by qualified physicians, which is likely to cure, give relief, reduce the degree or the period of disability, or aid in reducing compensation cost. Medical care includes examination, treatment, and related services such as hospitalization, medications, appliances and supplies.

Federal employees' injured in the performance of duty are encouraged to seek treatment at the nearest Medical Treatment Facility (MTF). Federal Employees' injured on Fort Campbell are encouraged to seek treatment at the Employee Health Clinic during duty hours; employees requiring emergency treatment are encouraged to seek treatment at Blanchfield Army Community Hospital (BACH). Injured workers are treated at the MTF when providers and services are available. Agency personnel may not interfere with the employee's right to choose a physician, or require an employee to go to a physician who is employed by or under contract with the agency.

Injured employees are entitled to select their initial physician. He or she may select any licensed physician in private practice who accepts federal workers' compensation, and that is not excluded by the Office of Workers' Compensation Programs, or he or she may choose to be treated at a government facility.

POC for Workers Compensation is Cathy Taylor, 798-9095



## WILL YOUR SPOUSE GET A SURVIVOR'S BENEFIT?

A Washington advocacy group has asked the Office of Personnel Management to make sure federal employees in the Civil Service Retirement System (CSRS) are aware of a loophole that could prevent their spouses or ex-spouses from claiming a survivor's annuity after their death.

Under current law, survivors of federal employees covered by CSRS may receive annuities if the employee dies while working for the government or retired and immediately began collecting pension benefits. But survivors of CSRS employees who left the government and died before age 62, or reached age 62 but died before filing an application for CSRS retirement, are eligible only for a lump-sum payment of the employee's retirement contributions, without interest. Federal workers who are covered by the Civil Service Retirement System (CSRS) may not realize that, if they leave the federal government prior to becoming eligible for immediate retirement benefits and they die before applying for their CSRS pensions, their spouse will not be eligible to receive a survivor's benefit.

CSRS employees should be aware of this when considering leaving federal employment prior to their retirement eligibility date.

If you have any questions about retirement issues you may call the Army Benefits Center – Civilian 1-877-276-9287 or Denise Richards 798-5401.



## **CPAC STAFF:**

Over the last year, our CPAC staff has changed dramatically. With the reorganization of the Civilian Human Resources Agency (CHRA) we have gained 5 appropriated fund (AF) positions, 4 of which are currently located here at Ft. Campbell. One Staffing/Classification Specialist is still at Ft. Riley, KS but will be on site the end of this month. Below is a list of our staff, their functional areas, phone numbers and e-mail addresses.

### **CPAC Director:**

Valencia Bratton – 798-0599  
[Valencia.bratton@us.army.mil](mailto:Valencia.bratton@us.army.mil)

### **Labor/MER/NSPS/HRDD Team:**

- Vicki Harris – 798-7164  
(Labor Relations Specialist)  
[Vicki.s.harris@us.army.mil](mailto:Vicki.s.harris@us.army.mil)
- Tris Alexander - 412-9093  
(MER Specialist)  
[tris.m.alexander@us.army.mil](mailto:tris.m.alexander@us.army.mil)
- Denise Richards - 798-5401  
(MER/NSPS Specialist)  
[kay.denise.richards@us.army.mil](mailto:kay.denise.richards@us.army.mil)
- Cathy Taylor - 798-9095  
(OWCP Specialist)  
[cathy.l.taylor@us.army.mil](mailto:cathy.l.taylor@us.army.mil)

### **Classification & Staffing Team:**

- Darryl Porter - 956-1087  
(Supv Staffing/Classification Specialist)  
[darryl.porter@us.army.mil](mailto:darryl.porter@us.army.mil)
- Latania Rudolph - 798-6652  
(Sr Staffing/Classification Specialist)  
[latania.rudolph@us.army.mil](mailto:latania.rudolph@us.army.mil)
- Shanna Pinckney - 412-9092  
(Sr Staffing/Classification Specialist)  
[shanna.pinckney@us.army.mil](mailto:shanna.pinckney@us.army.mil)

- Lola Barker – 798-4913  
(Classification Proponent)  
[lola.barker@us.army.mil](mailto:lola.barker@us.army.mil)
- Andrea Davis – 412-9087  
(Staffing/Classification Specialist)  
[andrea.davis6@us.army.mil](mailto:andrea.davis6@us.army.mil)
- Victoria Zimmerman – 798-4759  
(Staffing/Classification Specialist)  
[victoria.zimmerman@us.army.mil](mailto:victoria.zimmerman@us.army.mil)
- Twana Jones – 412-9088  
(Staffing/Classification Specialist)  
[twana.m.jones@us.army.mil](mailto:twana.m.jones@us.army.mil)
- Calvin Franklin – 412-9091  
(Staffing/Classification Specialist)  
[calvin.d.franklin@us.army.mil](mailto:calvin.d.franklin@us.army.mil)
- LaConda Woodberry – 798-4938  
(HR Technician)  
[laconda.woodberry@us.army.mil](mailto:laconda.woodberry@us.army.mil)
- Janet Harvey – (785) 239-2826  
(Staffing/Classification Specialist)  
[janet.harvey@us.army.mil](mailto:janet.harvey@us.army.mil)
- Marris Petersen – 798-4861  
(Staffing/Classification Specialist)  
[marris.petersen@us.army.mil](mailto:marris.petersen@us.army.mil)
- Anita Self – 798-4879  
(Staffing/Classification Specialist)  
[anita.self@us.army.mil](mailto:anita.self@us.army.mil)
- Paul Barker – 798-4754  
(Staffing/Classification Specialist)  
[paul.d.barker@us.army.mil](mailto:paul.d.barker@us.army.mil)
- LaDonna Dandridge – 412-4495  
(HR Technician)  
[ladonna.dandridge1@us.army.mil](mailto:ladonna.dandridge1@us.army.mil)

### **NAF TEAM**

- Debbie Thomas – 798-4683  
(NAF HR Officer)  
[Deborah.ann.thomas1@us.army.mil](mailto:Deborah.ann.thomas1@us.army.mil)
- Myrna Wells – 798-4905  
(HR Specialist)  
[myrna.wells@us.army.mil](mailto:myrna.wells@us.army.mil)
  - Raquel Blood – 798-9426  
(HR Assistant)  
[raquel.blood@us.army.mil](mailto:raquel.blood@us.army.mil)
  - Roxie Casias – 412-9095  
(HR Assistant)  
[roxy.casias@us.army.mil](mailto:roxy.casias@us.army.mil)

- Jill Grimmer – 798-7161  
(HR Assistant)  
[jill.grimmer@us.army.mil](mailto:jill.grimmer@us.army.mil)
- Donna Vielma – 412-9094  
(HR Assistant)  
[donna.a.vielma@us.army.mil](mailto:donna.a.vielma@us.army.mil)
- Shanterra Ferguson – 798-4901  
(HR Assistant)  
[Shanterra.ferguson@us.army.mil](mailto:Shanterra.ferguson@us.army.mil)
- Yaritza Romney – 798-3831/4412  
(HR Assistant)  
[yaritza.romney@us.army.mil](mailto:yaritza.romney@us.army.mil)

*Thank you for allowing us to  
serve you!*

### CPAC Hours of Operation

0730-1600: Mon, Tues, Wed, Fri

1200 - 1600: Thurs

0730-1130: Thurs-Closed for  
In-service Training

We welcome your feedback and any suggestions you have for future articles. Suggestions can be faxed to 798-9580 or emailed to: [kay.denise.richards@us.army.mil](mailto:kay.denise.richards@us.army.mil)

*//ORIGINAL SIGNED//  
Valencia C. Bratton  
CPAC Director*